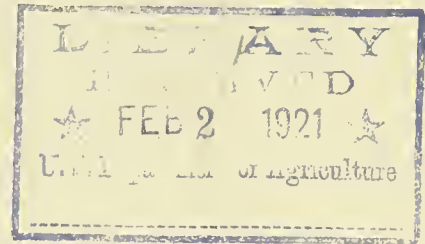


Historic, archived document

Do not assume content reflects current scientific knowledge, policies, or practices.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF MARKETS
WASHINGTON, D. C.



INFORMATION CIRCULAR VOL. III, NO. 1.

July 23, 1920.

BRANCH OFFICE DIRECTORY

Superseding Information Circular Vol. 2, No. 9,

Issued November 27, 1919.

BRANCH OFFICES.

ALEXANDRIA, VIRGINIA.

Hay, Feed and Seed Division Branch Office:

In Charge, H. B. McClure
201 South Strand Street
Telephone,

ATLANTA, GEORGIA.

City Committee:

Chairman, K. B. Seeds

Clerk, J. Homer Cain, 1712 Citizens and Southern
Bank Building.

1710-1715 Citizens and Southern Bank Building, Marietta & Broad Streets.
Telephone, Ivy 4176.

Grain Division:

In Charge, K. B. Seeds

Inspection of Perishable Foods:

In Charge, M. L. Henry

Preservation of Fruits and Vegetables in Transit and Storage:

In Charge, R. G. Hill

Warehouse Section Branch Office:

In Charge, F. G. Crout

239 Trust Company of Georgia Building, Pryor & Edgewood Streets
Telephone,

Cotton Division Branch Office:

In Charge, Bertram R. Oastler

31-1/2 Ivy Street

Telephone,

BALTIMORE, MARYLAND.

City Committee:
Chairman, Harold Anderson
Clerk,

339 Custom House, Gay and Water Streets. Telephone, St. Paul 4220.

Market News Service on Fruits and Vegetables:

In Charge, W. E. Harrison

Inspection of Perishable Foods:

In Charge, Samuel F. Shreve

Grain Division Branch Office:

In Charge, Harold Anderson
610 Keyser Building, Redwood and Calvert Streets
Telephone, St. Paul 2979

BOSTON, MASSACHUSETTS.

City Committee:
Chairman, Fred L. Wallace
Clerk, Miss Rose E. Kelley, 702 Appraisers'
Stores Building.

Joint Office, Appraisers' Stores Building, 402 Atlantic Avenue
(Boston 9). Telephone, Main 6242.

Operating Committee:

Chairman, George W. Payne
Head Clerk, Miss Helen Walsh, Room 702

Market News Service on Dairy Products:

In Charge, Albert B. Loring, Room 703

Market News Service on Fruits and Vegetables:

In Charge, Walter Kingsbury, Room 708

Inspection of Perishable Foods:

In Charge, George W. Payne, Room 704

Market News Service on Live Stock and Meats:

In Charge, J. A. Burgess, Room 702

Grain Division Branch Office:

In Charge, Fred L. Wallace
1140 Oliver Building, 141 Milk Street
Telephone, Fort Hill 3391

BUFFALO, NEW YORK.

Inspection of Perishable Foods Branch Office:

In Charge, E. E. Conklin, Jr.

232 Post Office Building, Ellicott and Swan Streets

Telephone, Seneca 2489

Grain Division Branch Office:

In Charge, John T. Cavanagh

98 Dun Building, Pearl and Swan Streets

Telephone, Seneca 5852

CAIRO, ILLINOIS.

Grain Division Branch Office:

Acting in Charge, Elmer J. Aldred

Room 6, Post Office Building, 14th and Washington Streets

Telephone, 464

CHARLOTTE, NORTH CAROLINA.

Cotton Division Branch Office:

In Charge, Thomas W. Tannor

21 East Fourth Street

Telephone

CHICAGO, ILLINOIS.

City Committee:

Chairman,

Clerk, I. W. Pew, Administration Building,
Union Stock Yards.

Joint Office, 505-516 City Hall Square Building, 139 North Clark Street.
Telephone, State 8520 and 8526.

Operating Committee:

Chairman, G. F. Kellogg

Head Clerk, Edward P. Lemott

Inspection of Perishable Foods:

In Charge, R. C. Eutner

Market News Service on Fruits and Vegetables:

In Charge, W. H. Hall

Market News Service on Dairy Products:

In Charge, Jesse S. Brown

Hay, Feed and Seed Division:

In Charge, G. F. Kellogg

Market News Service on Live Stock and Meats Branch Office:

In Charge, E. W. Baker

Administration Building, Union Stock Yards

Telephone, Boulevard 8441

Grain Division District Office:

In Charge William P. Carroll

970 Continental and Commercial Bank Building, 208 S. LaSalle St.

Telephone, Harrison 4700, Local 71.

Grain Division, General Field Headquarters:

In Charge, R. T. Miles

Inspection Efficiency, R. T. Miles

Board of Review, O. F. Phillips

Enforcement, A. W. Heizer

Grain Transportation Investigations, G. H. Baston

1132 Webster Building, 327 South LaSalle Street

Telephone, Harrison 4700, Branch 159

CINCINNATI, OHIO.

City Committee:

Chairman,

Clerk, H. A. Harlow, 63-65 Fosdick Building.

Johnston Building, Fifth Street between Walnut and Vine.

Market News Service on Fruits and Vegetables:

In Charge, W. C. Russell, Rooms 208-209

Telephone, Main 1018 and 4386

Inspection of Perishable Foods:

In Charge, John M. Rogers, Room 209

Telephone, Main 4386

Grain Division Branch Office:

In Charge, William L. Ingles

63-65 Fosdick Building, 141 East Fourth Street

Telephone,

CLEVELAND, OHIO.

Market News Service on Fruits and Vegetables:

Inspection of Perishable Foods:

In Charge, Benjamin E. Yaden

709 Illuminating Building, Public Square

Telephone, Main 1416

COLUMBUS, OHIO.

Inspection of Perishable Foods Branch Office:

In Charge,

State Capitol

Telephone,

DALLAS, TEXAS.

Cotton Division Branch Office:

In Charge, J. H. H. Higginbotham

303-1/2 South Ervay Street

Mail Address: P. O. Box 898

Telephone, X 6306

DENVER, COLORADO.

Grain Division Branch Office:

In Charge, Ephraim A. Hill
509 Cooper Building, 17th and Curtis Streets
Telephone, Champa 514

DETROIT, MICHIGAN.

100-102 Sugar Building, 445 Howard Street. Telephone, West 839
and 863.

Market News Service on Fruits and Vegetables:

In Charge, J. B. Alvarado

Inspection of Perishable Foods:

In Charge, George C. Bayley

DULUTH, MINNESOTA.

Grain Division Branch Office:

In Charge, P. J. Brittain
Rooms 1-4, Sherwood Building, 319-320 West First Street
Telephone, Melrose 5885

EAST ST. LOUIS, ILLINOIS.
(See St. Louis, Missouri)

FOND DU LAC, WISCONSIN.

Market News Service on Dairy Products Branch Office:

In Charge, J. B. McCreedy
Carey Building, 19-21 Sheboygan Street
Telephone, 1002

FORT WORTH, TEXAS.

City Committee:
Chairman,
Clerk,

505 Moore Building, 10th and Main Streets. Telephone, Lamar 4615.

Inspection of Perishable Foods:

In Charge,

Transportation Division:

In Charge, J. E. Stubblefield

Hay, Feed and Seed Division:

In Charge, G. B. Alguire

Grain Division Branch Office:

In Charge, Samuel P. Fears

511 First National Bank Building, Seventh and Houston Streets

Telephone, Lamar 3377

GALVESTON, TEXAS.

Grain Division Branch Office:

In Charge, Herbert L. Binkley

222 Security Building, 2122 Mechanic Street

Telephone, 2632

HOUSTON, TEXAS.

Inspection of Perishable Foods Branch Office:

In Charge,

925 Southern Pacific Building, Franklin and Travis Streets

Telephone, Preston 4595

INDIANAPOLIS, INDIANA.

Inspection of Perishable Foods Branch Office:

In Charge,

1101 City Trust Building,

Telephone, Main 4668

Grain Division Branch Office:

In Charge, Harry A. Rhoades

827 Board of Trade Building, Meridian and Ohio Streets

Telephone, Main 2322.

KANSAS CITY, MISSOURI.

City Committee:
Chairman,
Clerk,

301-312 Postal Telegraph Building, 8th and Delaware Streets.

Grain Division:

In Charge, Joshua M. Chilton
Telephone, Bell Main 4616

Federal Grain Supervision, Joshua M. Chilton, Room 310
Grain Sorghums Investigations, B. E. Rothgeb, Room

Seed Reporting Service:

In Charge, J. W. Dykes, Room 302
Telephone,

Market News Service on Fruits and Vegetables:

Inspection of Perishable Foods:

In Charge, L. G. Schultz
212-213 Railway Exchange Building, 7th and Walnut Streets
Telephone, Bell Main 2142 - Home Main 7993

Market News Service on Live Stock and Meats Branch Office:

In Charge, Max Y. Griffin
964 Live Stock Exchange Building
Telephone, Bell Main 1547 - Home Main 1945

LOS ANGELES, CALIFORNIA.

Market News Service on Fruits and Vegetables:

Inspection of Perishable Foods:

In Charge, John W. Law
204-206 Wholesale Terminal Office Building, 1304 East 7th Street
Telephone, Pico 3691

LOUISVILLE, KENTUCKY.

Grain Division Branch Office:

In Charge, James W. Wesson
27 Board of Trade Building, 301 West Main Street
Telephone, Main 1974

MEMPHIS, TENNESSEE.

Exchange Building, Madison and Second Streets. Telephone, Main 2234.

Grain Division:

In Charge, Ed. Keiser, Room 403

Inspection of Perishable Foods:

In Charge, Ober G. Strauss, Room 404

Cotton Division Branch Office:

In Charge, Ben I. Busby, Jr.

Rooms 18-19, 68 South Front Street

Telephone, Main 7034.

MILWAUKEE, WISCONSIN.

Grain Division Branch Office:

In Charge, William H. McDonald

821 Railway Exchange Building, 97 Wisconsin Street

Telephone, Broadway 1100.

Inspection of Perishable Foods Branch Office:

In Charge, H. A. Arenz

314 Federal Building, Jefferson, Wisconsin, and Jackson Streets

Telephone, Broadway 3949

MINNEAPOLIS, MINNESOTA.

City Committee:

Chairman, R. C. Miller

Clerk,

Market State Bank Building, Second Avenue North and 7th Streets.

Market News Service on Fruits and Vegetables:

In Charge, R. Maynard Peterson, Rooms 302-303

Telephone, Nicollet 4508, Cedar 794, Automatic 31185

Inspection of Perishable Foods:

In Charge, Melvin A. Russell

Telephone, Nicollet 4508

Market News Service on Dairy Products:

In Charge,

Telephone, Nicollet 4508, Cedar 794

Transportation Division:

In Charge, Walter H. Seidel, Room 302

Telephone, Nicollet 4508, Cedar 794

Grain Division Branch Office:

In Charge, R. C. Miller

404 Flour Exchange Building, Corner Third Street and 4th Ave. South
Telephone, Nicollet 2091, Automatic 36977, Main 1359

Federal Grain Supervision, R. C. Miller.

Grain Cleaning Investigations, R. H. Black.

NASHVILLE, TENNESSEE.

Grain Division Branch Office:

In Charge, R. C. Mill

807 Independent Life Building, 5th Avenue and Church Street
Telephone, Main 2690

NATIONAL STOCK YARDS, ILLINOIS.

(See St. Louis, Missouri)

NEW ORLEANS, LOUISIANA.

City Committee:

Chairman,

Clerk,

Pan-American Bank Building, Camp and Poydras Streets.

Inspection of Perishable Foods:

In Charge, W. Gary Thompson, Room 315

Telephone, Main 3173

Grain Division:

In Charge, Robert R. Saunders, Rooms 216-218

Telephone, Main 3131

Federal Grain Supervision, Robert R. Saunders.

Rice Investigations, W. D. Smith

Cotton Division Branch Office:

In Charge, Hugh J. Cassidy

Room 307, Abraham Building, 839 Gravier Street

Telephone, Main 551

NEW YORK CITY.

City Committee:
Chairman,
Clerk,

Joint Office, Rooms 400-418 Fruit Trade Building, 204 Franklin Street.
Telephone, Lispenard 6880.

Operating Committee:

Chairman, H. D. Knoop
Head Clerk, P. L. Gray

Market News Service on Fruits and Vegetables:

In Charge, W. H. Stanton

Inspection of Perishable Foods:

In Charge, A. Dexter Gail, Jr.

Market News Service on Live Stock and Meats:

In Charge, H. D. Knoop

Market News Service on Dairy Products:

In Charge, Nick Fennema

Grain Division:

In Charge, Laurel Duval

Preservation of Fruits and Vegetables in Transit and Storage:

In Charge, D. B. Carrick, H. E. Kramer

Cotton Division Branch Office:

In Charge, A. C. Poulton

Room 27 Cotton Exchange Building, 60 Beaver Street

Telephone, Bowling Green 2496

OKLAHOMA CITY, OKLAHOMA.

Grain Division Branch Office:

In Charge, George F. Binderim

221 Mercantile Building, 330 West Main Street

Telephone, Walnut 2284

OMAHA, NEBRASKA.

City Committee:
Chairman,
Clerk,

Market News Service on Fruits and Vegetables:

Inspection of Perishable Foods:

In Charge, V. V. Westgate
437 Keeline Building, 17th and Harney Streets
Telephone, Douglas 4400

Grain Division Branch Office:

In Charge, Walter Fowler
738 Brandeis Building, 16th and Douglas Streets
Telephone, Tyler 2632

Market News Service on Live Stock and Meats Branch Office:

In Charge, Charles Bruce
318 Live Stock Exchange Building
Telephone, South 4216

PEORIA, ILLINOIS.

Grain Division Branch Office:

In Charge, Charles F. Standring
807-809 Peoria Life Building, 410 Main Street
Telephone, Main 6152

PHILADELPHIA, PENNSYLVANIA.

City Committee:
Chairman,
Clerk,

Joint Office, Bourse Building, 4th and 5th between Ludlow and Ranstead.

Operating Committee:

Chairman, E. R. Biddle
Head Clerk,

Market News Service on Live Stock and Meats:

In Charge, Charles M. Harris, Room 311
Telephone, Lombard 4573

Market News Service on Fruits and Vegetables:

In Charge, E. R. Biddle, Room 308
Telephone, Lombard 4574

Inspection of Perishable Foods:

In Charge, E. H. Mueller, Room 308
Telephone, Lombard 4576

Market News Service on Dairy Products:

In Charge, L. E. Gaylord, Room 312
Telephone, Lombard 4575 (Bell), Main 347 (Keystone)

Grain Division Branch Office:

In Charge, George A. Stuart
574 Bourse Building, 4th and 5th between Ludlow and Ranstead
Telephone, Lombard 4349

PITTSBURGH, PENNSYLVANIA.

Kellerman Building, 18th Street and Penn Avenue.

Market News Service on Fruits and Vegetables:

In Charge, J. K. Boyd, Rooms 302-303
Telephone, Grant 2576

Inspection of Perishable Foods:

In Charge, F. S. Kinsey, Rooms 304-305
Telephone, Grant 6560

PORTLAND, OREGON.

Grain Division Branch Office:

In Charge, George K. Landers

519 Post Office Building

Telephone, Broadway 5382

Federal Grain Supervision, George K. Landers

Grain Cleaning Investigations, E. H. Bates

ST. JOSEPH, MISSOURI.

Grain Division Branch Office:

In Charge, James P. Stanfield

803-804 Corby Forsee Building, 422 Felix Street

Telephone, 2551

ST. LOUIS, MISSOURI.

City Committee:

Chairman,

Clerk,

Old Custom House, Third and Olive Streets.

Market News Service on Fruits and Vegetables:

In Charge, H. A. Harris, Room 401

Telephone, Olive 4741

Inspection of Perishable Foods:

In Charge, J. Harold Hoover, Room 413

Telephone, Olive 1112

Grain Division Branch Office:

In Charge, Charles B. Barron

817 Pierce Building, Fourth and Pine Streets

Telephone, Olive 5330

Market News Service on Live Stock and Meats Branch Office:

In Charge, C. E. Gibbons

60-61 Exchange Building No. 2, East St. Louis, Illinois

Mail address: Box 273, National Stock Yards, Illinois

Telephone, Bell East 2660

ST. PAUL, MINNESOTA.

Market News Service on Live Stock and Meats Branch Office:

In Charge, Don J. Slater

523 Live Stock Exchange, South St. Paul

Telephone, Concord 565

SACRAMENTO, CALIFORNIA.

Inspection of Perishable Foods Branch Office:

In Charge, Leo J. Weishaar

State Capitol

Telephone,

SAN FRANCISCO, CALIFORNIA.

Market News Service on Dairy Products Branch Office:

In Charge, D. F. Mattson

321-323 Consular Building, 510 Battery Street

Telephone, Sutter 1527

Grain Division Branch Office:

In Charge, James F. McKenzie

1131 Merchants Exchange Building, 465 California Street

Telephone, Sutter 7456

Inspection of Perishable Foods Branch Office:

In Charge, L. J. Case

Temporary Address: 1131 Merchants Exchange Building

Telephone, Sutter 7456

SEATTLE, WASHINGTON.

Grain Division Branch Office:

In Charge, B. W. Whitlock

2304 L. C. Smith Building, 510 Second Avenue

Telephone, Ellicott 2379

SICUX CITY, IOWA.

Grain Division Branch Office:

In Charge, R. C. Wright

335-338 Grain Exchange Building, 7th and Pierce Streets

Telephone,

SOUTH ST. PAUL, MINNESOTA.
(See St. Paul.)

SPOKANE, WASHINGTON.

Grain Division Branch Office:

In Charge, William H. Shea

516 Chamber of Commerce Building, Washington Street

Telephone, Main 4098

Market News Service on Fruits and Vegetables Branch Office:

In Charge, Mrs. Lola B. Gerry

424 Post Office Building, Lincoln Street and Riverside Avenue

Telephone, Main 4998

TACOMA, WASHINGTON.

Grain Division Branch Office:

In Charge, John F. Welch

138 Perkins Building, 1101-1107 A Street

Telephone,

TOLEDO, OHIO.

Grain Division Branch Office:

In Charge, C. L. Cannon

2009 Second National Bank Building, 247 Summit Street

Telephone, Main 1909

WICHITA, KANSAS.

Grain Division Branch Office:

In Charge, Robert D. Jarboe

313 Sedgwick Building, 120 East First Street

Telephone, Market 3508

STATE COOPERATION IN MARKETING

- ARKANSAS: T. Roy Reid,
Agent in Live Stock Marketing,
318 Southern Trust Building,
Little Rock, Arkansas.
- COLORADO: Waldo F. Heppe,
Agent in Marketing,
305 Custom House,
Denver, Colorado.
- CONNECTICUT: William H. Darrow,
Extension Agent in Marketing,
Connecticut Agricultural College,
Storrs, Connecticut.
- IOWA: E. G. Nourse,
Research Agent in Marketing,
Iowa State College of Agriculture & Mechanic Arts,
Ames, Iowa.
- Frank Robotka,
Extension Agent in Marketing,
Iowa State College of Agriculture & Mechanic Arts,
Ames, Iowa.
- MAINE: Charles M. White,
Agent in Marketing,
State House,
Augusta, Maine.
- MASSACHUSETTS: Robert J. McFall,
Extension Agent in Marketing,
Massachusetts Agricultural College,
Amherst, Massachusetts.
- MICHIGAN: Hale Tennant,
Agent in Marketing,
Michigan Agricultural College,
East Lansing, Michigan.
- Willard C. Cribbs,
Extension Agent in Marketing,
Michigan Agricultural College,
East Lansing, Michigan.

MINNESOTA: Paul L. Miller,
Extension Agent in Marketing,
College of Agriculture, University of Minnesota,
University Farm, St. Paul, Minnesota.

Edward S. Guthrie,
Research Agent in Marketing,
College of Agriculture, University of Minnesota,
University Farm, St. Paul, Minnesota.

MISSISSIPPI: Thomas M. Patterson,
Field Agent in Marketing,
Mississippi Agricultural & Mechanical College,
Agricultural College, Mississippi.

John F. McKay,
Field Agent in Truck Crop Marketing,
Mississippi Agricultural & Mechanical College,
Agricultural College, Mississippi.

R. H. Bryson,
Agent in Marketing,
Mississippi Agricultural & Mechanical College,
Agricultural College, Mississippi.

MISSOURI: J. R. Cavanagh, (Resignation effective July 31, 1920)
Field Agent in Marketing,
108 State Capitol,
Jefferson City, Missouri.

Ralph Loomis,
Extension Agent in Marketing,
College of Agriculture, University of Missouri,
Columbia, Missouri.

MONTANA: E. H. Riley,
Extension Agent in Marketing,
Montana State College of Agriculture & Mechanic Arts,
Bozeman, Montana.

NEBRASKA: H. C. Filley,
Agent in Marketing,
College of Agriculture, University of Nebraska,
Lincoln, Nebraska.

George R. Boomer,
Extension Agent in Marketing,
College of Agriculture, University of Nebraska,
Lincoln, Nebraska.

NEW HAMPSHIRE: James C. Farmer,
Field Agent in Marketing,
State House,
Concord, New Hampshire.

NEW MEXICO: C. A. McNabb,
Field Agent in Marketing,
New Mexico College of Agriculture & Mechanic Arts,
State College, New Mexico.

NORTH CAROLINA: Gorrell Shumaker,
Agent in Marketing,
Box 285,
Raleigh, North Carolina.

Charles S. Jones, (Resignation effective 7/28/20)
Agent in Marketing Live Stock,
Box 285,
Raleigh, North Carolina.

NORTH DAKOTA: William R. Porter,
Agent in Marketing,
North Dakota Agricultural College,
Agricultural College, North Dakota.

OHIO: Thomas D. Phillips,
Field Agent in Marketing,
State Capitol,
Columbus, Ohio.

W. F. Rofkar,
Agent in Marketing Work,
State Capitol,
Columbus, Ohio.

Z. B. Wallin,
Extension Agent in Marketing,
College of Agriculture, Ohio State University,
Columbus, Ohio.

OREGON: Hector Macpherson,
Field Agent in Marketing,
Oregon Agricultural College,
Corvallis, Oregon.

Paul Mehl,
Agent in Marketing Work,
Oregon Agricultural College,
Corvallis, Oregon.

SOUTH CAROLINA: Fred L. Harkey,
Agent in Marketing Work,
Clemson Agricultural College,
Clemson College, South Carolina.

TENNESSEE: C. E. Brehm,
Field Agent in Marketing,
College of Agriculture, University of Tennessee,
Knoxville, Tennessee.

UTAH: George B. Hendricks,
Research Agent in Marketing,
Agricultural College of Utah,
Logan, Utah.

VERMONT: Lionel G. Mulholland,
Field Agent in Marketing,
State House,
Montpelier, Vermont.

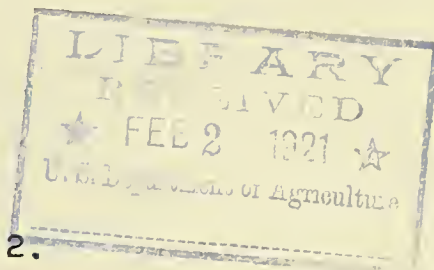
VIRGINIA: Daniel B. Owen,
Field Agent in Marketing,
313 Lyric Building,
Richmond, Virginia.

WASHINGTON: Joseph Passonneau,
Agent in Marketing,
State College of Washington,
Pullman, Washington.

Herbert C. Marshall

Acting Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF MARKETS
WASHINGTON, D. C.



INFORMATION CIRCULAR VOL. III, NO. 2.

July 28, 1920.

1. CHIEF OF BUREAU ABSENT ON TRIP.

Mr. Livingston left Washington on July 21 for Columbus, Ohio, to confer with state officials regarding a better distribution of the market reports of the Bureau. On Friday, July 23, he attended the meeting of the American Farm Bureau Federation at Chicago, and is now with his family at White Lake, Michigan, where he expects to be for ten days.

2. CHANGE IN POSITION OF LIBRARIAN OF BUREAU.

Effective August 1, Miss Sherman, at present Librarian of the Bureau library, will be transferred to the Market Information Service project, and will devote her entire time to the increasing editorial work of the Bureau and will assist in developing informational work.

Miss Mary Lacy, formerly Reference Librarian of the Department library, has been appointed in Miss Sherman's place and will report for duty August 2nd.

3. STANDING ON EFFICIENCY REGISTER.

The following Memorandum was issued by the Chief under date of June 28, 1920:

"The current clerical efficiency register has been compiled with the utmost care, and with an especial endeavor on the part of the Efficiency Committee to determine the most equitable arrangement for all employees. The register prior to its approval by myself and submission to the Secretary was reviewed by those division leaders and independent unit leaders who do not come under divisional organization who desired to do so, and in cases where comment on the standing of employees was made the situation was reviewed by the Efficiency Committee and their determinations forwarded to the persons commenting. I feel that this register is compiled as accurately as it is

possible to do.

"Under existing regulations and restrictions a number of meritorious cases will not be reached for promotion. Therefore, in order to ensure promotions to those employees who stand at the top of the respective classes on the register the policy has been adopted that no variation from the arrangement of this register will be made in making promotions to statutory positions. That is, when a statutory position which can be used for promotion becomes vacant, the clerk standing highest on the register in the next lower class will receive such promotion. Exceptions to the above will be made only in cases where the clerk standing highest in the lower class on the register has decreased in efficiency or has been guilty of conduct which would make his or her promotion inadvisable. Special cases may arise from time to time wherein changes in assignment and duties would merit recognition. Such cases will have to be adjusted by lump sum promotions if the conditions meet the administrative and legal requirements and the lump funds of the project involved are in such condition as to carry the additional lump sum salary until a statutory position can be provided therefor, as promotion out of turn on the efficiency register to a statutory position will not be approved. These promotions must necessarily be kept to a minimum and should be very carefully considered before presented.

"By following the policy outlined above it is believed that greater confidence will be felt in the efficiency register by the clerical employees and as a result of this confidence the morale of the clerical organization will be raised to a higher degree."

In connection with the foregoing, it has been decided that in the future requests for a statement of individual standing on the efficiency register should come through the division head or head clerk.

4. PREPARATION OF LOST PROPERTY CERTIFICATES (DEPT. FORM 25).

Attention is called to the first part of paragraph 8 of the Department Property Regulations, amended July 8, 1920, which reads as follows:

"Whenever any property, either expendable or nonexpendable, is lost, stolen, destroyed or damaged beyond repair or salvage, the employee who has custody of the property at the time will forward to the chief of bureau or designated officer, through

the employee against whom the property is charged on the property records, a certificate showing (1) a list of the articles, (2) the circumstances attending their loss, damage, or destruction, (3) whether his fault or neglect or that of any employee was involved, and (4), if the property was lost or stolen, the action taken to recover the property. When the value of the property exceeds \$10 the certificate shall be sworn to before an officer authorized to administer oaths of office (see Administrative Regulations) or before any of the officers required, empowered, and authorized by law to administer oaths to accounts for travel or other expense against the United States (see Fiscal Regulations). All such oaths must be taken without expense to the Government."

Although these instructions are very explicit, it has been necessary almost without exception to refer the certificates which are received back to the division head clerks one or more times for further information. Specifications 3 and 4 are generally disregarded entirely and very little information is usually given as to how the loss or damage took place. The oath, although required when the loss exceeds \$10, is seldom accomplished until referred back for that purpose. If the certificates were passed upon by the Bureau Board of Survey in the shape in which they are originally submitted, in only a few cases would it be possible to recommend that the employee be relieved of responsibility for the loss. It is the special duty of the head clerks and division property clerks to be thoroughly familiar with the provisions of the Department Property Regulations and to see that the certificates of loss or damage comply with the Regulations, before transmitting them to the Bureau Board of Survey for action.

5. RESTRICTIONS ON THE PURCHASE, SALE, OR EXCHANGE OF TYPEWRITING MACHINES.

In the Legislative, Executive and Judicial Appropriation Act, approved May 29, 1920, Public No. 231, the following provisions were made regarding typewriting machines:

"That no part of any money appropriated by this or any other Act shall be used during the fiscal year 1921 for the purchase of any typewriting machine at a price in excess of the lowest price paid by the Government of the United States for the same make and substantially the same model of machine during the fiscal year 1919; such price shall include the value of any typewriting machine or machines given in exchange, * * * * Provided, That in construing this section the

Commissioner of Patents shall advise the Comptroller of the Treasury as to whether the changes in any typewriter are of such structural character as to constitute a new machine not within the limitations of this section.

"All purchases of typewriting machines during the fiscal year 1921 by the various branches of the Government of the United States for use in the District of Columbia or in the field, except as hereinafter provided, shall be made from the surplus machines in the stock of the General Supply Committee. * * * * If the General Supply Committee is unable to furnish serviceable machines to any branch of the Government, it shall furnish unserviceable machines at current exchange prices and such machines shall then be applied by the branch of Government receiving them as part payment for new machines from commercial sources in accordance with the prices fixed in the preceding paragraph. * * * * Provided, That hereafter no typewriter that has been used less than three years shall be sold, exchanged, or given as part payment for another typewriter."

6. REVISION OF FORMS BM 29 AND 39.

Form BM 29, which has been in use for some time for ordering supplies through the Section of Supplies and Accounts, has been revised and will soon be reissued as Form BM 88. This new form of supplies requisition will consist of three sheets: pink, green, and buff. The pink and green sheets will be used similarly to the present Form BM 29. The buff sheet will be written in duplicate as carbon of the pink copy of the requisition. These buff carbons will be handled similarly to the method used with Form BM 39 at present and will displace the latter form, thus saving the separate operation of preparing notices to branch offices regarding supplies ordered for them. Where branch offices are not concerned with the requisition, the buff copies would not, of course, be required. The branch office receiving the two buff carbons will sign and return one copy when the supplies are received, the other copy being retained for its files. The division head clerks will be notified by the Bureau Property Clerk as soon as the new forms have been received from the printer.

7. RESTRICTIONS REMOVED ON PURCHASE OF INK IN FIELD.

It has been decided that in the future it will be unnecessary to issue a statement covering the purchase of ink in the field. This will, therefore, cancel item 6 in Information Circular No. 6 Volume II. There will be no reference in the forthcoming Administrative

Handbook to tablet, powdered or concentrated milk. These forms of ink will be kept in stock, however, and may be ordered as desired.

8. CHANGES IN TELEGRAPH RATES AND COUNT.

The following change in telegraph rates and the count of words in telegrams was made effective July 1. This is a matter of interest to all projects and divisions.

"In accordance with the Postmaster General's Order No. 4252, effective July 1, 1920, all Government messages are subject in all respects to the prevailing COMMERCIAL COUNT of chargeable words. Such messages will be counted at COMMERCIAL COUNT, address and signature in domestic messages not being counted or charged for in accordance with commercial practice. The indication "Govt." will be transmitted in the check as heretofore.

"The charge for Government domestic messages is forty (40) per cent of the tolls between the same points in the United States on a COMMERCIAL message of the same class and length. If the result shows a fraction of a cent, the fraction if less than one-half cent will be dropped; if one-half cent or more it will be counted as one cent.

"The minimum charges for Government domestic messages will be as follows: For a Day Message 25 cents; for a Night Message 20 cents; for a Night Letter 30 cents; for a Day Letter 45 cents.

"Other line telegraph charges will be similarly computed at forty (40) per cent of the COMMERCIAL "other line" rates at COMMERCIAL COUNT."

9. PROPOSED REVISION OF FISCAL REGULATIONS OF DEPARTMENT OF AGRICULTURE.

Under date of June 29, 1920, the Chairman of the Department Committee on Finance and Business Methods addressed to the Chief of the Bureau of Markets a communication which reads as follows:

"In view of the fact that many amendments of the Fiscal Regulations have been necessary since December 1, 1917, the date of the last reprint, it is the intention of the Committee on Finance and Business Methods to undertake a general revision of these regulations in the near future. In making this revision

sion the Committee wishes to give full consideration to the views of the various bureaus of the Department as to changes which will be desirable and can be made within the law and the decisions of the Comptroller of the Treasury. The Committee will therefore appreciate the submission by you not later than September 1, 1920, of such suggestions as you may care to make along these lines."

Any officers or employes of the Bureau who wish to submit suggestions for consideration in this connection should forward them to the Administrative Assistant in Charge of Operation. It should be remembered that certain of the limits defined in the fiscal regulations are imposed by law and could not be changed in any way by the Department of Agriculture. This includes the limits fixed for the reimbursement of subsistence expenses while traveling and for the per diem allowance in lieu thereof.

10. CLIPPINGS AND REFERENCES REGARDING THE WORK OF THE BUREAU.

It is requested that all persons send to the Market Information Section of the Bureau clippings or copies of articles relating in any way to the work of the Bureau and of quotations or stories prepared from information given out by the Bureau or its representatives. Field office employes are especially urged to furnish all such items noted by them in local papers and trade periodicals. Clippings from local papers or others of limited distribution should be furnished in all cases if possible as it usually is difficult to secure copies of such publications in the Washington office. References only (name of periodical, date of issue and page number) are sufficient for articles appearing in trade papers or others of general distribution as these will ordinarily be on file in either the Bureau or the Department Library and photostat copies can usually be made.

11. JOB PRINTING AND REQUEST FOR BULLETINS.

Pursuant to Bureau Memorandum No. 206 all requests for Department publications and all requisitions for job printing should now be made out for signature, "In Charge, Market Information." Work relating to job printing and printed publications is now conducted in Room 610 where the duplicate bulletins are now filed. Telephone queries should be made over inside telephone 64; outside telephone 207.

12. PURCHASE OF TIRES AND TUBES FOR AUTOMOBILES AND TRUCKS.

The Department of Agriculture has secured and accepted bids for furnishing, during the period from July 1, 1920 to December 31, 1920, automobile tires, cord and fabric, all sizes, types and threads;

tubes, all sizes, light and heavy; solid and cushion tires, all sizes and types; which will be delivered at all service stations or agencies of the respective bidders within the continental limits of the United States. All employes of this Bureau who are authorized to incur expenses for the upkeep of Government owned automobiles and trucks should obtain copies of the bid, and all tires and tubes must be purchased thereunder from the nearest station or agency. Interested employes may obtain copies of this bid from the head clerk of their division. In placing orders for the goods and in submitting claims of dealers for payment reference should be made to "Informal Bid No. 12."

13. AUTOMOBILE TRUCK FOR USE OF BUREAU.

The Washington office of the Bureau of Markets has secured from the War Department, through the Bureau of Public Roads, the loan of a one-ton Commerce truck for six months. This additional truck will help to increase the efficiency of this particular work of the Bureau, as heretofore it has been handicapped by trucks of too small capacity. The two Studebaker trucks will be used for the lighter Bureau work generally, and the loaned truck for the heavier hauling.

14. INDEX TO INFORMATION CIRCULAR VOLUME II.

There is now in the course of preparation an index by subjects to Information Circular Volume II, consisting of numbers 1 to 21 inclusive. This will be ready for distribution about August 15.

15. MARKING PROPERTY.

So far as possible all property should be marked with a standard designation to indicate the division or separate project to which the property belongs. A machine for embossing zinc strips has been ordered and when received will be installed in the Addressing and Duplicating Section. This machine will emboss any desired combination of letters or figures upon a strip of zinc, cut off the zinc at each end with smoothly rounded ends, and punch a small hole through each end for the insertion of tacks or wires. Small brads to be used for tacking these strips on to wooden articles will be supplied. Any necessary number of these labels can be made to order for any division of the Bureau.

The marking of furniture by tags, gummed labels, pencils or the like is not approved. Besides the use of the zinc labels described above, the only other method for marking property in this

Bureau which is approved is that, if preferred, any division may mark its wooden furniture with metal dies which stamp the letters in the wood.

Whether the zinc labels or the metal dies are used, the identification mark always should be placed on each separate article of furniture, and whenever practicable in the upper right-hand corner of the front of the article where it may be observed easily. It should not be placed inside drawers or on the bottoms of chairs. It is suggested that on chairs it be placed upon the back edge of the seat.

It is, of course, understood that machines bearing serial numbers will require no other identification. However, metal pieces not bearing serial numbers or other means of individual identification may be marked with the zinc strips described above by running wire through the perforation in each end of the strip and looping the strip around some part of the article and twisting the wires together.

The standard designations for the different inventory units of the Bureau are as follows:

BM-BO	Branch of Operation
BM-CN	Cotton Division
BM-CV	Cooperative Marketing
BM-DP	Dairy and Poultry Products
BM-FM	Foreign Marketing
BM-FV	Fruit and Vegetable Division (Includes War Industries Wool Board Work)
BM-GN	Grain Division
BM-HFS	Hay, Feed and Seed
BM-LM	Division of Live Stock and Meats (Includes Bureau of Markets Wool Standardization)
BM-MC	Cost of Marketing (Includes Project of Market Business Practice)
BM-SC	Cooperative Relations (Formerly State Cooperation)
BM-OC	Office of Chief (Includes Office of Assistant Chief, Office of Assistant to Chief, Library and Technological Investigations)
BM-PC	Bureau Stock (Custody of Property Clerk)
BM-T	Transportation Office

BM-DMI	Distribution of Market Information
BM-CD	Cold Storage Reports
BM-PF	Preservation of Perishable Farm Products
BM-W	Warehouse Division
BM-ST	Compilation of Market Information

16. PROPERTY TRANSFERRED TO BE CLOSELY CHECKED.

Of reports of property lost or missing submitted during the past few months, in a large proportion of cases the accompanying explanations consists of a statement that it is not known when the loss occurred or whether it was in the charge of the person responsible for the custody of the property when the loss was discovered. Such reports can mean only one thing; that no actual check of the property was made when the responsibility for its custody was transferred from one officer or employe to another. To avoid this evasion of responsibility, no such excuse will be accepted to cover the loss of property which has been involved in any transfer made on or after September 1, 1920. The property listed on any transfer made on or after that date must be carefully checked by the person to whom the property is transferred, or by some trustworthy employe under his supervision, or he must accept full responsibility for any shortages which may exist at the time of transfer.

17. RETIREMENT OF EMPLOYEES IN THE CLASSIFIED CIVIL SERVICE OF THE DEPARTMENT OF AGRICULTURE.

The provisions and operation of the Retirement Act providing for the retirement of employes in the classified civil service have been explained in some detail in the circular of information issued by the Chief Clerk of the Department on June 16, 1920, which has been distributed to all employes of the Bureau.

All employes in the competitive classified civil service will come under the operation of the Retirement Act. As indicated, a monthly deduction of 2 1/2% of the basic salary of such employes will be made, commencing August 1, 1920, the amount deducted to be deposited in the Treasury by the Disbursing Clerk of the Department.

Employes not affected by the provisions of the Act are charwomen, unskilled laborers, messenger boys, and those cooperative employes whose original appointments were in the unclassified service.

Revised forms of payrolls and salary vouchers are being prepared for the use of the various units of the Department, but are not

available at the present time. Pending the receipt of the revised forms, the use of the present forms will be continued, indicating thereon the necessary information and deductions, as follows:

Payroll forms Nos. 1 and 2 will be used exactly as at present, except as to the column headed "Regular Compensation." At the top of this column the phrase "Less 2 1/2% base pay retirement deduction," will be shown and the amount will be the payment to be made after the deduction of 2 1/2%. If any employees carried on these rolls do not come within the provisions of the Act, such information will be indicated in the "Remarks" column by the words "Not within the Act of May 22, 1920."

Examples

Rate of pay	Period of Service:	Regular	Increase of:	Total:	Remarks
	from: to	No. days: Compensation	Compensation:	amount:	
	:	:	:Less 2 1/2% base :	: paid :	
	:	:	:pay retirement:	: :	
	:	:	:deduction. :	: :	
	:	:	:	: :	
\$1200 p.a.	1 : 31	31 : \$ 97.50	: \$20.00	:117.50:	
\$ 100 mo.	1 : 31	31 : 100.00	: :	:100.00:	Not within
	:	:	:	:	Act of May
	:	:	:	:	22, 1920.

Form No. 3 will be used as at present except that on vouchers covering services of employes to whom the Act applies, the statement will be made "Less 2 1/2% base pay retirement deduction," and in the amount column will be shown the net amount after the deduction has been made, and Form 3 covering the services of employes who do not come within the provisions of the Act will have shown thereon, "Not within the Act of May 22, 1920."

Examples

From Aug. 1, 1920 to Aug. 31, 1920,		
inclusive, 31 days, at \$1200.00 per annum		\$ 97.50
Less 2 1/2% base		
pay retirement		
deduction		
Plus "Increase compensation at _____"		20.00
REMARKS:		
Amount claimed		\$117.50

From August 1, 1920 to August 31, 1920,
inclusive, 31 days, at \$100.00 per month \$100.00
Plus "Increase compensation at -----"

REMARKS: Not within Act of May 22, 1920.

Amount Claimed \$100.00

New salary tables embodying the 2 1/2% deduction are now in course of preparation, and will be distributed at an early date.

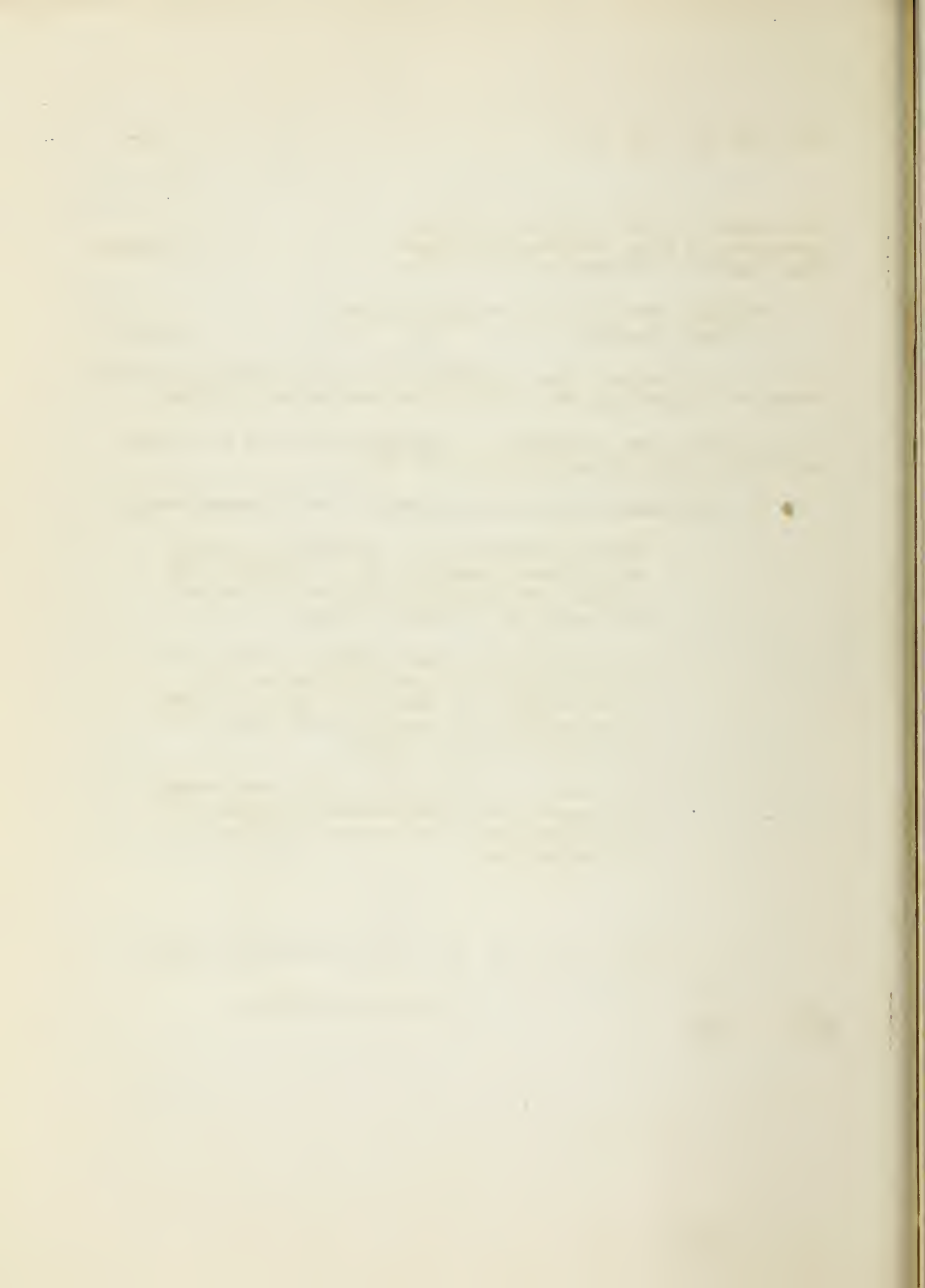
There are no employees in this Bureau who will be retired immediately under the provisions of the Act.

Particular attention is directed to the following facts:

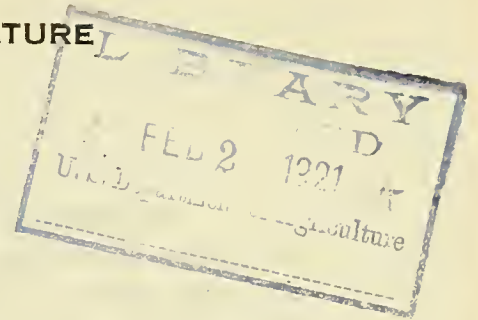
1. The act provides for the return with interest of the amount deducted from the salary of any employe upon separation from the service before reaching the retirement age;
2. In the event the amount deducted, with interest is not exhausted in annuities paid to a retired employe, the difference between the annuities paid and this amount becomes a part of the decedent's legal estate;
3. The annuity continues until death, even though the amount paid in such annuities exceeds the total amount that the annuitant paid into the retirement fund.

Herbert C. Marshall

Acting Chief of Bureau.



UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF MARKETS
WASHINGTON, D. C.



INFORMATION CIRCULAR VOL. III, No. 3

August 25, 1920.

1. ESTABLISHMENT OF DRAFTING SECTION.

With the idea of centralizing the drafting work of the Bureau in the same manner as the photographic and duplicating work, a Drafting Section has recently been established, under the supervision of Mr. Frank C. Keefer, in Room 629 of the Bieber Building. It will be the duty of this section to handle all requests of Bureau offices for drafting work to the limit of its capacity. As no form for requesting such work has as yet been prepared, for the present and until further notice, a memorandum to Mr. Keefer will be sufficient.

2. PHOTOGRAPHIC LABORATORY.

On August 1, the photographic laboratory was transferred to the Market Information Section of the Bureau. Mr. H. C. Wilcox will continue to handle all photographic work as in the past.

3. THE MARKET REPORTER MAILING LIST.

A card was mailed to each person on The Market Reporter mailing list last June, advising him that after July 1 The Market Reporter would be mailed only to those who requested it. Field offices and employees of the Department were included in this list and if anyone in the Bureau is not receiving The Market Reporter, it is probably because this card was not returned. Because of the shortage of the printing fund it is necessary to keep the circulation down to requests from persons who express a desire and show a need for it.

4. WEEKLY MARKETGRAM.

In order to meet the desires of daily and weekly papers for summarized market information on all important agricultural products, the Bureau of Markets has developed an experimental news service within the Bureau to determine the practicability of the idea and the methods by which it would be accomplished. All market news sections of the Bureau have contributed to the summarized report, which is designated by the term "Marketgram". A Daily Marketgram is being issued in the afternoon of each week-day except Saturday and a Weekly Marketgram each Monday covering the entire preceding calendar week.

Beginning as soon as possible after September 1, it is planned to issue a weekly Marketgram on Monday, Wednesday and Friday afternoon of each week. Each will cover the week ending on the day on which it is issued. The subject matter of the three, therefore, will overlap. The selection of several days was made in order to accommodate the service to the times of the week on which the forms of the various weekly papers close, and to give the information as late as possible at the time it will be used.

The Weekly Marketgram will be released at Washington and at certain field offices of the Bureau of Markets. The number and location of the release stations to be established outside of Washington will be determined by the number and location of the papers wishing to use the service. It is hoped to be able to release it at a sufficient number of points so that the larger number of papers can receive it by mail from the release stations the morning following preparation. This will be possible at all points having an over-night mail service from one of the points of release. However, anyone who wishes to make use of this service with the least possible delay can have it by wire from Washington or from a nearer release point by paying the telegraph toll.

For the present the service is being offered to agricultural papers only, but in the near future it may be extended to include other weekly papers and the daily service may be offered to the daily newspapers. These matters have not yet been determined.

5. ISSUANCE OF THE INFORMATION CIRCULAR.

Beginning with this issue the Information Circular will be prepared in the Market Information Section and all items for it should be sent to Room 609. It is hoped that arrangements can be made in the near future to issue it on a definite day, either bi-weekly or monthly.

6. MEETING OF DEPARTMENT REPRESENTATIVES IN SAN FRANCISCO.

The following memorandum from Mr. Harrison and letter from Mr. Paul G. Redington are quoted for the information of the Bureau employees. It is believed that meetings of this kind should be encouraged and representatives of the Bureau of Markets are requested to extend their cooperation and attend when possible, as they will undoubtedly be the means of closer cooperation and more familiarity with the various lines of work of the Department:

"August 3, 1920.

MEMORANDUM FOR MR. LIVINGSTON.

"Dear Mr. Livingston:

"I am enclosing herewith, for your information a copy of a letter to the Forester from Mr. Paul G. Redington, District Forester at San Francisco. I am sure you will be interested in the information which he gives with reference to the meeting at San Francisco. The Secretary was very glad to have the opportunity of meeting the various representatives of the Department there, and also took occasion to call similar meetings in Portland, Denver, and Chicago. In each place he suggested that, in his opinion, it would be highly desirable for the representatives of the different branches of the Department to arrange to get together periodically in order that they might become better acquainted with each other and know more about the different lines of work involved.

"Very truly yours,

Enc.

"F. R. Harrison,
Assistant to the Secretary."

"July 21, 1920.

"The Forester,

Washington, D. C.

Dear Sir:

"At the time of Secretary Meredith's visit here, he met fourteen of the men locally in charge of Departmental work. A suggestion, made at the time, that these local men get together periodically, because of a general community of interest, was heartily approved by him. Mr. Harrison asked me to notify him, through you, of results.

"I am happy to report that we had our first meeting today, sixteen men present as follows:

Wendell, Vincent,
Edward A. Beals.

Bureau of Chemistry.
Weather Bureau.

Dr. H. H. Hicks,	Animal Industry (Meat Inspection)
A. E. Graham	Animal Industry (Meat Inspection lab.)
Dr. E. P. Meinecke,	Bureau Plant Industry (Forest pathology)
G. P. Rixford,	Bureau Plant Industry (Crop Physiology)
R. W. Hilts,	Bureau of Chemistry
E. E. Kaufman	Bureau of Crop Estimates (Field Agent)
J. E. Richards,	" " " " " "
C. H. Sweetser,	Bureau of Public Roads (Federal Aid)
H. J. Besley (Washington)	Bureau of Markets (Federal Grain Supervision)
J. F. McKenzie,	Bureau of Markets (Federal Grain Supervision)
Donald F. Mattson,	Bureau of Markets (Dairy Marketing)
W. S. Fields	Federal Horticultural Board.
H. P. Dechant,	Solicitor's Office.
Paul G. Redington,	Forest Service.

Officers elected as follows:

Chairman - Paul G. Redington
Secretary- H. P. Dechant

Program Committee.

Dr. Hicks
Dr. Meinecke
Dr. Kaufman

"It was decided that meetings, with luncheon, should be held monthly, the first Wednesday of each month, and that representatives of the Department in Berkely should be invited to attend as members.

"It was agreed that such meetings would be beneficial to the members and might result in good to the Department. Among other things informally discussed were, the need of knowing more about each other's work, and it is planned to have a member at each future meeting talk about the work he is in charge of. We also figured out that a discussion of regulations and procedure as they apply to all Bureaus might bring out something constructive.

"The question of a camp on one of the National Forests, for the use of the members and their families, also came up, and it is believed that there will be no difficulty in perfecting arrangements for this.

"Mr. Besley gave us some interesting up-to-date news from Washington.

"If future meetings are as pleasant and interesting as today's, I feel sure that good will result from them.

"An extra copy of this letter is enclosed for Mr. Harrison's use.

"Very truly yours,

"Paul G. Redington,
District Forester."

7. PERSONNEL NOTES.

Additions.

Lester W. Collins has been reinstated as Refrigeration Technologist, effective July 19, 1920. He will be engaged in conducting investigations relative to the heating of cars used for the transportation of fruits and vegetables during the winter months. He was previously employed in this Bureau from December 15, 1917 to July 19, 1919, first as an Investigator in Marketing Fruits and Vegetables and at the time of his resignation was serving as a Refrigeration Technologist. Mr. Collins has had considerable experience along the line of work upon which he will be engaged.

George E. Prince was appointed from the register for Assistant in Package Standardization, effective August 1, 1920. He will assist with the collection and dissemination of market information on fruits, vegetables and other perishable food products. Mr. Prince received the degree of B.S. from the Clemson Agricultural and Mechanical College of South Carolina, in 1916, and for several years has been employed by the Horticultural Division of this College.

D. S. Bullock of Madison, Wisconsin, has been appointed Assistant in Marketing Pure Bred Live Stock. He reported for duty August 16 and will be in charge of the pure bred live stock marketing work of the Live Stock and Meats Division until the return of Mr. L. B. Burk from South America in December. After Mr. Burk's return it is planned to send Mr. Bullock to South America as permanent representative of the Bureau to develop trade between South American countries and the United States in pure bred live stock. Mr. Bullock graduated from Michigan Agricultural College in 1902 and from that year until 1912 was engaged in teaching agriculture in Chile, South America. Since returning to the United States, in 1912, he has been engaged in educational and demonstration work in agriculture in Wisconsin, the last four years being Extension Representative in Animal Husbandry in the University of Wisconsin.

The appointment of Mr. Leonidas Hubbard of Chicago as Assistant in Marketing Live Stock and Meats has been requested. Mr. Hubbard will succeed Mr. Lawrence Collins of the Chicago office, who has tendered his

resignation, effective September 1, to engage in commercial work in Colorado.

Separations.

Drayton E. Earle, Specialist in Cotton Classing, who has been serving as assistant to the project leader in charge of the Cotton Division, resigned July 26, 1920, to become Manager of the Phoenix, Arizona office of W. R. Grace & Company.

Clifford R. Runyan, Food Products Inspector, who had charge of the Food Products Inspection branch office at Columbus, Ohio, resigned July 27, 1920, to accept a position as Assistant Superintendent of Spring Grove Cemetery, Cincinnati, Ohio.

Roscoe B. Smith, Assistant in Warehouse Investigations (Grain), has resigned. Mr. Smith was formerly assigned to the Washington office of the Warehouse Investigations project.

Byron J. Stubblefield, Grain Supervisor, submitted his resignation, effective July 15, 1920, to accept a commercial position. Mr. Stubblefield was stationed at Portland, Oregon, in charge of the Pacific Coast Federal Grain Supervision Division embracing the States of California, Washington, Oregon, Idaho, Utah, Montana, Arizona and Nevada, with district headquarters at Portland, Oregon; Seattle, Washington; Spokane, Washington; and San Francisco, California.

B. M. Mace, Jr., Assistant in Live Stock Marketing, resigned from the Bureau on July 22, to become manager of the St. Louis office of the Federal Board for Vocational Education. Mr. Mace entered the service of the Washington office of the Division in October, 1917. While in the Bureau he rendered special assistance to the Division leader in handling administrative matters, particularly those relating to the operation of the market reporting service.

Turner R. H. Wright, who has been in charge of the investigational work of the Live Stock and Meats Division and who has been giving special attention to the retail meat investigation, has tendered his resignation effective September 15, to enter the Agricultural Extension Service of the University of Arkansas. In his new field he will be in charge of the marketing activities of the University.

Death

The sudden death of Mr. E. V. Baker, Assistant in Marketing Live Stock and Meats, of the Chicago office, on August 2, was a great shock to his many friends. Mr. Baker had been with the Bureau since April, 1917, and by his pleasing personality and aggressive perseverance in the

discharge of his duties had made many friends both in the Bureau and among the members of the trade with whom he came in contact. He was placed in charge of the Washington local office for reporting meat trade conditions when that office was opened and continued in this position until July, 1919, when he was transferred to the East St. Louis office. His rapid progress in live stock market reporting was soon recognized and he was selected to go to Chicago to succeed Mr. A. B. Smeby, when the latter resigned to enter commercial work. While at Chicago Mr. Baker reported the sheep market.

Transfers to Field Service.

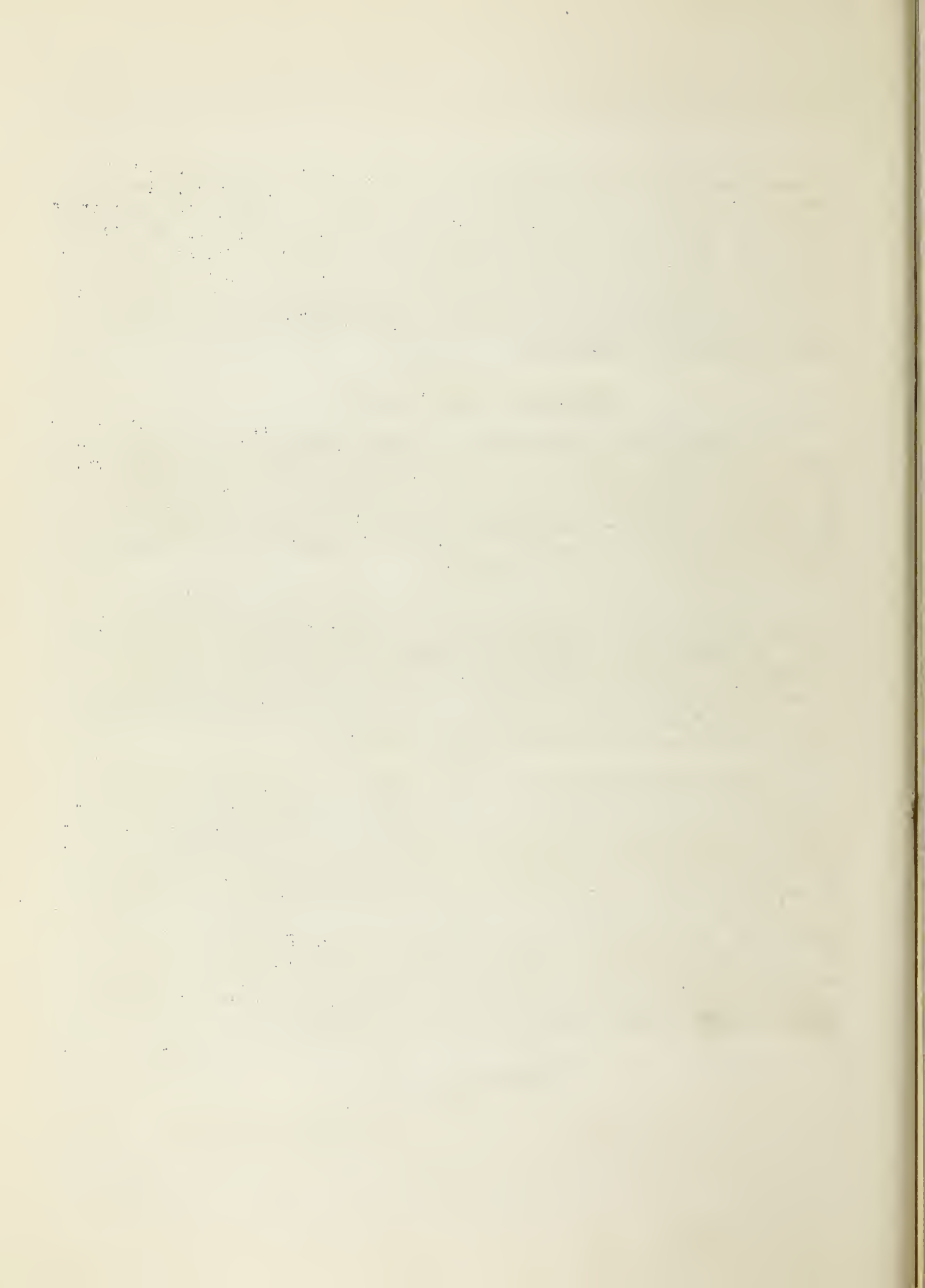
E. Newton Bates, Investigator in Grain Handling, has recently been transferred to the field, with headquarters at Portland, Oregon. He will make investigations and render assistance to the grain growers of the Pacific Northwest relative to the handling of grain in bulk. He will also conduct investigations relative to the best methods of cleaning grain in that section, with special reference to the elimination of "dockage" at time of thrashing.

George H. Baston, Specialist in Grain Standardization (Oats), was transferred to the Chicago office of our Grain Division on July 1, 1920. Mr. Baston will be engaged in making investigations relative to the quality and condition of grain in transit, with special reference to the effect on its keeping quality of the various factors involved. These investigations will be conducted with a view to improving the present methods of handling and transporting grain.

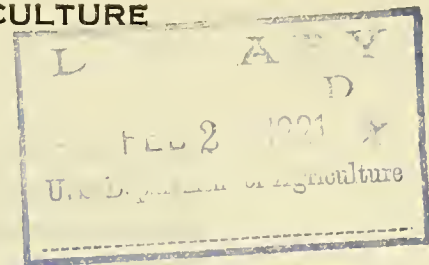
It is expected that Mr. C. E. Gibbons, who has been in charge of the East St. Louis office of the Live Stock and Meats Division for the last six months, will be transferred to Washington about September 1 to assist in the administrative work of that Division. He probably will be assigned to assist in the preparation of material for publication. It had been hoped to effect this plan several months ago but because of the shortage of men capable of reporting the markets it has been necessary to ask Mr. Gibbons to take the East St. Louis assignment temporarily. Mr. V. E. Foster probably will be assigned to East St. Louis to assist in reporting that market as soon as he can be relieved from the retail meat investigations. Mr. E. K. Hess will succeed Mr. Gibbons in charge of the East St. Louis office as soon as the transfers can be effected.

George Livingston

Chief Bureau of Markets.



UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF MARKETS
WASHINGTON, D. C.



INFORMATION CIRCULAR VOL. III, No. 4.

September 14, 1920.

1. LETTERS OF AUTHORIZATION, TRIP REPORTS, ETC.

The following changes have been made in the principles and policies governing the issuance of travel authorizations, the making of trip reports and attendance at meetings, effective immediately:

1. The responsibility for the correctness of letters of authorization as to form and policy and for the justification of the expenditures authorized for the purposes named will rest with division heads or with the leaders of separate projects. Each division head and project leader will be directly and personally responsible for the proper observance of Bureau policies in the drafting of letters of authorization for his division, for the justification of the work authorized, and for the expenses made. Hereafter each head of division will be responsible to the Chief of Bureau for protecting the interests of the Bureau in authorizing travel and reporting results of travel, and should report to the Chief what has been done by him in his own division or project to make provision to secure such protection.

2. In drafting letters of authorization a distinction should be observed between letters authorizing travel in connection with routine service and regulatory work and letters authorizing travel or expenditures for other purposes for work prosecuted in connection with investigations and demonstrations. The former are less apt to involve the necessity for considering questions of policy and are more likely to be of a routine nature. The latter should receive especially careful consideration by the head of the division or the project leader, and if any doubt exists as to questions of policy involved or as to the justification of expenses for the prosecution of the work authorized, the doubtful points should be taken up and discussed with the Chief of Bureau.

3. The specific requirement for a report, addressed to the Chief of Bureau, to cover each official trip made,

will be discontinued. Ordinary routine travel, consisting of short trips, etc., on service and regulatory work, need not be covered by formal reports. More attention should be given to reports of travel on investigational work. As a rule, such reports as are prepared and submitted by travelers should be addressed to the head of division or project leader, who will be responsible for transmitting to the Chief of Bureau such abstracts or summaries as in the opinion of the division head would be of interest to the Chief of Bureau or should be brought to his attention.

4. The statements previously required to cover letters authorizing travel to points not named in certain states, or to visit these or other points in other than the regular order, or to visit points as often as may be necessary hereafter need not be submitted. It will be understood that the head of the division or the leader of the project will not include such phrases in an authorization unless the nature of the work authorized makes some such provision really necessary.

5. Up to the present time the rule in regard to retroactive authorizations has been that no work covered by a letter of authorization should be begun and no funds expended until the authorization or the work authorized has been approved by the Chief of Bureau. Provided that adequate records with consistent dates are maintained, the head of a division or a project leader may assume responsibility for authorizing the actual beginning of work or the expenditure of funds to be covered by an authorization. It is understood, of course, that if or when it develops afterward that the work so begun or the funds so expended should not have been authorized, the division head or project leader will be held fully responsible.

6. Hereafter, the insertion in letters of authorization issued to officers in charge of field stations and branch offices of the provision requiring written instructions from them to assistants before any travel is performed is to be discontinued. This requirement will be omitted from all such authorizations issued in the future. The only action necessary in lieu of the written authority will be to have the initials of the officer in charge affixed to the travel voucher of the assistant before the voucher is forwarded to Washington for settlement.

7. In order to assist in the observance of uniform policies, methods, and standards, and to prevent unnecessary and wasteful duplication of travel, the administrative review of letters of authorization, prior to signature by the Chief or Acting Chief of Bureau, will be continued.

8. In granting authority for attendance at meetings, division heads and project leaders must be guided by and comply strictly with the provisions of Department Administrative Regulation No. 221. Authority to make speeches or deliver addresses must be secured in advance from the Secretary of Agriculture.

2. MESSENGER POOL.

It is impossible with our limited appropriations to assign a messenger boy to every unit of the Bureau. In an effort to make the maximum use of the services of messenger boys, therefore, a very careful survey of the situation has been made, with the result that several boys have been removed from permanent assignments and a messenger pool organized. The boys assigned to this pool will be stationed in the Section of Mails and Files and will be available for the use of those units which do not have regular messenger service and for special emergency calls throughout the Bureau as a whole. Calls for messengers should be made on Mr. Calderwood on inside telephone No. 75 and outside telephone No. 209.

The cooperation of the various units of the Bureau in bringing our messenger service to the highest standard of efficiency is earnestly solicited, and if it is found that any messenger boys now permanently assigned can be spared for other work for any portion of the day, it is requested that the Personnel Section be so advised, in order that these boys may be constantly occupied as far as is practicable and that all units may be furnished the maximum messenger service.

3. METHOD OF HANDLING DISCREPANCIES IN BUREAU INVENTORIES.

It seems that in some parts of the Bureau the general tenor and purport of Item 2 of Information Circular No. 19, Vol. II, under the same heading as above, have been misconstrued. Every discrepancy between an inventory as of record and as checked by actual inspection must be fully investigated, and the ensuing explanation made a matter of record. Where the missing items are not located, the request that the accountable officer or employe be relieved of responsibility must include a clear and adequate statement of circumstances, reasons, etc.

Items of the kind under discussion include those whose acquisition and receipt are on record, whose disposition or transfer are not on record, but which are not found when a physical inventory is taken.

4. LOCKS FOR AUTOMOBILES.

Bureau Memorandum No. 208 dated Aug. 27, 1920, effective at once, orders that all automobiles belonging to the Bureau shall be

protected by a proper locking device to protect them against theft. Common switch keys are not considered adequate protection. Whenever an automobile is left for any appreciable length of time it should be securely locked.

5. MISUSE OF OFFICIAL ENVELOPES.

Numerous incidents have brought to attention the frequent misuse of official envelopes supplied by the Bureau of Markets to collaborators, cooperating agencies and correspondents in the field. In many cases such misuse has come to the attention of the Washington office only by the return thereto through the post office of undelivered circulars or communications. Each correspondent, collaborator, or cooperating organization which is supplied with official envelopes should be cautioned that they are for use only on business pertaining to the work of the Bureau of Markets and, as a rule, only for the specific purpose for which they are supplied.

6. LIVE STOCK EXHIBIT.

The Bureau's exhibit showing representative breeds of live stock and demonstrating the grading system used by the Bureau in reporting market prices of live stock and meats is now being shown at State fairs. It has already been on display at the Illinois State Fair at Springfield and at the Wisconsin State Fair. From September 14 to 17 it will be shown at the Wyoming State fair at Douglas. Later it will be shown at the State fairs of Colorado and Utah.

It is suggested that employes in the field offices visit this exhibit if the opportunity offers in order to familiarize themselves with these live stock and meat grades. The exhibit will be located with exhibits from the other bureaus of the Department of Agriculture.

7. MOTION PICTURE FILM ON THE SWINE INDUSTRY.

Mr. D. S. Bullock, who is in charge of the pure bred live stock marketing work during the absence of Mr. L. B. Burke, is working with representatives of the Bureau of Animal Industry and the motion picture laboratory of the Department in the production of a motion picture film on the swine industry of the United States. This film is being prepared primarily for use in South America and is expected to be of great educational value in advertising the swine industry of this country and in assisting in the development of a market for American breeding stock among South American swine producers. In connection with the preparation of this film, Mr. Bullock expects to visit the National Swine Show at Des Moines, Iowa, from October 4 to 8, while on an extended trip through the Middle West.

8. LIVE STOCK CONFERENCE.

A conference of the representatives in charge of the western branch offices of the Live Stock and Meats Division was held in Chicago on August 28. Among the important problems considered at this conference were the further improvement of the classification and grading system of the Bureau for reporting live stock market prices; and means of getting more accurate information regarding the number of hold-over hogs at each market. Mr. W. C. Davis represented the Washington office at the conference.

9. COOPERATION WITH MINNESOTA DEPARTMENT OF AGRICULTURE.

An arrangement was made recently with the Minnesota State Department of Agriculture whereby that Department will cooperate with the Bureau in reporting the St. Paul live stock market. The Minnesota State Department of Agriculture will furnish one technical employee qualified in reporting live stock market conditions and prices to assist Mr. Don J. Slater, the Bureau's representative in charge of the South St. Paul office. Mr. Alfred B. Smeby, formerly an employee of this Bureau at the Chicago office of the Live Stock and Meats Division, has been engaged for this position.

10. RETIREMENT OF EMPLOYEES IN THE CLASSIFIED CIVIL SERVICE OF THE DEPARTMENT OF AGRICULTURE.

(Supplementing and correcting Article 17 of Information Circular, Vol. III, No. 2, Date July 28, 1920.)

Messenger Boys should be included in the employees who are affected by the provisions of the Retirement Act. This class of employees was erroneously included in the list of employees to be eliminated. Until further order all cooperative employees will be considered as not coming under the provisions of the Retirement Act.

In the preparation of payrolls it is requested that the columns "Increase in Compensation" and "Total Amount Paid" be left blank by the field representatives preparing field payrolls. The other instructions contained in Article 17 will remain unchanged.

Arrangements are now being completed whereby an "Application for Refund" will be transmitted to all employees leaving the service with the acceptance of their resignation or the notification of the termination of their appointment. Detached instructions will be included in the letter of transmittal indicating to whom the application should be returned.

11. PERSONNEL NOTES.Additions.

Wingate P. Barbot was appointed as Specialist in Cotton Classing, effective September 1, 1920, and will serve as a member of the New York Board of Cotton Examiners. He has bought and sold cotton in practically all of the important markets in this country, and for the past seventeen years has been employed by the New York Cotton Exchange as Official Cotton Classifier.

Nelson R. Crow has been appointed Assistant in Market Information, effective September 7, 1920. He will be employed in the Chicago office of our Live Stock and Meats Division, and will collect information and prepare reports for distribution by mail and telegraph regarding conditions and prices on the sheep and hog markets. Mr. Crow has had a number of years experience as a live stock market reporter, and from November, 1916, to July, 1918, was publisher and half owner of a weekly newspaper published at Fairfax, Missouri. From February 20, 1919, to the date of his appointment, he was employed by the "Chicago Drovers Journal", as a reporter.

Frank H. McCampbell was appointed Assistant in Marketing on September 10, 1920. He reported for duty at Chicago for conference with members of our Dairy Marketing project, and after a short period will be transferred to San Francisco to take charge of the office at that point, where he will be engaged in collecting and disseminating market information relative to dairy and poultry products. Mr. McCampbell was previously employed in the Bureau from February 4, 1918, to March 31, 1919.

Walter Lowrie Conkey was appointed Assistant in Preservation of Fruits and Vegetables, effective September 6, 1920. He will have headquarters at Spokane, Washington, and will assist with investigations of the handling and storage of apples. Mr. Conkey has had fifteen years' experience in fruit growing and three years' experience as supervisor of apple packing houses.

Paul W. Barnes was reinstated as Assistant in Marketing Fruits and Vegetables on August 10, 1920, and will be in charge of the Columbus, Ohio, branch office of our Food Products Inspection Service. He was previously employed in the Bureau from February 20, 1918, to March 10, 1920.

Separations.

Ivan E. Daly, Specialist in Cotton Marketing, resigned August 24, to accept a position with the firm of Geo. H. McFadden & Bros. of Philadelphia.

Fred C. Jacobs, who has been serving as an Assistant in Cotton Classing since June 21, 1920, has tendered his resignation, effective August 20, 1920.

William L. Frank, Scientific Assistant in Grain Standardization, who has been employed in the Research Laboratory of our Grain Division, has tendered his resignation to accept a position as Licensed Inspector for the Grain & Cotton Exchange, Sherman, Texas.

Joe D. Morgan, Grain Supervisor, resigned recently to enter commercial employment. He has been employed in the Bureau since July 1, 1917, first assisting with the grain supervision work at New Orleans and more recently at Kansas City.

Harvey C. Adams, Grain Supervisor, resigned on July 21, 1920, to accept a position with a grain company at Amarillo, Texas. He has been serving in charge of the 22d Federal Grain Supervision District, with headquarters at St. Louis.

James H. H. Higginbotham, Specialist in Cotton Classing, tendered his resignation, effective August 31, 1920, in order to accept a position with the Russell Seed Company of Ardmore, Oklahoma. He has been serving as supervisor of cotton sampling and as a member of the New Orleans Board of Cotton Examiners.

Donald F. Mattson, Assistant in Marketing Dairy Products, who has been in charge of the San Francisco branch office operated in connection with the market news service on dairy and poultry products, resigns October 13, 1920, and will engage in farming.

Edward S. Kennedy, Assistant in Marketing Live Stock and Meats, who has been reporting the hog market at Kansas City, tendered his resignation effective September 1.

On Travel Status.

Mr. Charles V. Whalin, Assistant in Marketing Live Stock and Meats, left Washington, September 8, on a field trip which will include the branch offices of the Live Stock and Meats Division at East St. Louis, Kansas City, Omaha and Chicago, in connection with administrative matters relating to the market reporting service on live stock and meats.

Mr. W. A. Sherman left September 9 for a trip of about a week to Michigan, Minnesota and Wisconsin. He will assist in planning the field work of the News Service in Michigan, will confer with the State Commissioner of Agriculture in Minnesota relative to shipping point inspections and will confer with the Wisconsin State Director of Markets regarding cooperation. He expects to visit the Detroit office and will

probably stop at the Chicago office enroute. He may also visit the branch offices at Cleveland and Pittsburgh.

In connection with this trip, Mr. Sherman will also make investigations relating to transactions of dealers in the 1918 wool clip. This work for the Wool Section will take him to points in West Virginia, Indiana and Kentucky, in addition to the States indicated above.

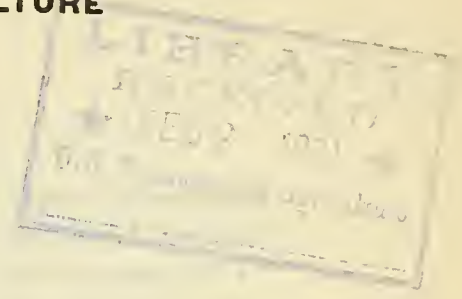
An interesting letter has been received from Mr. L. B. Burke, who is traveling in South America to ascertain the possibilities of developing a market for pure bred stock in that country.

Mr. E. W. Stillwell, of the Grades and Standards Project (now included in the Marketing Fruits and Vegetables Project) will leave on September 12 for a three weeks trip to peach producing sections in the northern States in connection with the establishment of grades for peaches. He will visit the New York office, then proceed to the Connecticut peach section, after which he will visit the producing territory in Western New York, the Port Clinton (Ohio) section and the Benton Harbor (Mich.) district. He probably will stop off at the Chicago office for a day or two.

In response to a request from business men in Hot Springs, Arkansas, for assistance in formulating an improved marketing plan for handling the city's food supply, Mr. C. W. Kitchen spent September 2 and 3 in that city. There is some local production, but the city depends for the most part upon outside sources for its food supplies. Business interests are desirous of perfecting a system of handling locally grown products in such manner as to insure a more dependable supply to retailers, hotels, consumers, etc., and at the same time give better returns to producers. No definite plan has been decided upon but in all probability some action will be taken by local interests looking to the establishment of a medium through which better distribution of locally grown products can be effected.

-----O-----

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF MARKETS
WASHINGTON, D. C.



INFORMATION CIRCULAR VOL. III, No. 5

September 28, 1920.

1. LARGE SUPPLY OF CERTAIN ITEMS IN STOCK

The bureau stock of stationery contains 307,000 messenger envelopes, size 3-1/4 x 6, and 1148 reams of 8 x 10-1/2 manila paper for carbon copies. For some time there has been little demand for either of these items, and it is desired for the sake of economy and so that the space occupied by them can be vacated, to encourage their use until the supply of each is exhausted.

Hereafter, until all the present stock has been utilized, the manila paper should be used for all carbon copies of correspondence and of other typewritten matter except when there is some special and satisfactory reason for doing otherwise. The stenographic pool will use this paper for all carbon copies unless otherwise instructed by dictators. Without exception, all carbon copies of correspondence for the central bureau files should be written on this paper until the supply is exhausted.

In transmitting ordinary inter-bureau correspondence and such intra-bureau communications as pass from one building to another, if the bulk of the matter transmitted permits, the 3-1/2 x 6 manila messenger envelopes should be used in preference to the economy envelopes until the present stock is cleaned up.

2. DEPARTMENT'S REPRESENTATIVE ON THE INTERDEPARTMENTAL ALASKA COMMITTEE

Mr. E. A. Sherman, Associate Forester of the Forest Service, has been appointed as the representative of the Department of Agriculture on the Interdepartmental Alaska Committee. This committee is now being organized in accordance with the recommendation of the Alaska Advisory Committee, in its report of June 11, 1920.

3. WAR MEMORIAL

Some of the employees may be wondering what has been done toward erecting the War Memorial on the Department grounds. The form of memorial to be erected in honor of the fifty-two employees who gave their lives during the war has not been finally decided upon, but a

handsome stone drinking fountain, on which will be placed a bronze tablet bearing the names of our fallen comrades, is being considered. It is expected that Congress at its next session will authorize the erection of the memorial.

Any contributions from new employes who have not had an opportunity to subscribe to the fund may be sent to Mr. Snow for recording and forwarding to the secretary of the Central Committee. It was originally estimated that \$10,000 would be needed. Approximately \$7,500 has already been collected.

4. THE MARKETGRAM

Beginning Friday October 1, Weekly Marketgrams will be issued Mondays, Wednesdays, Fridays, and Saturdays. These Marketgrams will summarize the preceding seven days' market conditions throughout the United States generally. On the afternoon of issue, the Marketgrams will be dispatched over the leased wire to the various field offices where they will be mailed to weekly and other farm papers that have requested them. The Friday edition of the Weekly Review of Fruits and Vegetables was discontinued with the September 24 issue and will be replaced by the Friday Marketgram.

5. BUREAU MASS MEETING OF CLERICAL EMPLOYEES

A meeting of the clerical employes of the Bureau was held in the National Museum auditorium on Friday September 24 from 3:15 to 4:30. This meeting was called by the Chief for the purpose of explaining to the clerical employes the workings of the efficiency system, etc.

The meeting was called to order by Mr. Livingston. Mr. Hughes gave a very instructive talk on the workings of the Personnel Section and its direct relation to every employe in the Bureau.

Mr. Snow then gave a short talk in which he placed emphasis on the necessity for accuracy, punctuality, harmony, etc. Mr. Lewis B. Flohr, after a few interesting remarks, read a paper entitled "Methods used in the Bureau of Markets in preparing and rating efficiency reports, and following the efficiency register in making promotions to statutory vacancies," which was prepared by Mr. Bailey, Chairman of the Efficiency Committee, who was unable to be present because of illness. Miss Lyne gave a very interesting talk on the workings of the Government service. It was decided by those present to hold another dinner or entertainment similar to that held last spring. Miss Lyne was elected Chairman of the committee on arrangements.

Mr. W. A. Sherman, whom Mr. Livingston introduced as the "oldest man" in the Bureau, gave a brief outline of his experience with the workings of the Civil Service law in the Government service. He served eight years with the old Bureau of Statistics, now Crop Estimates, seven years in the Civil Service Commission and three years in the Bureau of Plant Industry. He has been with this Bureau since its organization, being the second person appointed. His talk dealt with the organization and workings of the Civil Service Commission and conditions which existed in organizations not under the Civil Service rules. The only regrettable thing about his talk was that it was cut too short because of the closing of the auditorium at 4:30.

A full report of the meeting will be published in the next issue of the Information Circular.

6. CIVIL SERVICE EXAMINATIONS

The following examinations have been announced by the Civil Service Commission for positions in Washington and in the field:

Investigator in marketing fruits and vegetables (\$1,800 to \$2,760 a year), and assistant in marketing fruits and vegetables (\$1,200 to \$1,800 a year), non-assembled examination to be held December 1, 1920.

Cotton classer's helper (\$900 to \$1,440 a year) assembled examination to be held October 20, 1920.

Copies of these announcements may be obtained from the Personnel Section of the Bureau on request.

7. PERSONNEL NOTES

Mr. Edward L. Roberts, who has been working on the fruit and vegetable unload data for the Fruit and Vegetable Division, has resigned to become Assistant to the Secretary of the National League of Commission Merchants, Washington, D. C.

Mr. Patrick J. Roach, Investigator in Marketing Fruits and Vegetables, resigned September 8, to accept a commercial position.

Mr. G. M. Meyer, Inspector of fruits and vegetables in the New York office since June, 1919, has resigned, effective October 5, to accept a position with J. M. McCauley, wholesale dealer in potatoes and onions.

Mr. Wm. H. Ballamy, a technical assistant in the Chicago office of the Market News Service, resigned from that position on September 14. He is now employed in the Perishable Protective Service of the New York Central Railroad lines.

Mr. Butner and Dr. Link, of the Chicago Inspection office were in Minneapolis on September 23, attending the meeting of railroad claim agents, where they explained various phases of the Inspection work.

Mr. Robb spent September 20 to 22 in the vicinity of Martinsburg, W. Va., assisting Inspectors Stephens and Bier in the establishment of the experimental shipping-point inspection service in that section.

Inspector M. L. Benn, of the Pittsburgh office, of the Fruit and Vegetable Division, will be quarantined for some time at his home on account of a case of diphtheria in the family.

Mr. Lucius S. Richardson was given a temporary appointment as Assistant in Market Information, effective September 13. He will assist in preparing and editing Bureau publications and news releases in the Market Information Section.

Mr. McFall Kerbey who has been handling the special press releases and Marketgrams in the Market Information Section resigned September 13, to accept a position as junior editor with the National Geographic Society.

Mr. Frank George has been transferred from the Office of Information to take up Mr. Kerbey's work.

Miss M. L. Jackson will be transferred from the Personnel Section to the Market Information Section October 1. She will assist Mr. George with the preparation and handling of the Marketgrams and special press releases.

Mr. Miller Hamilton, editor of the Market Reporter, returned to Washington September 13, from his vacation in Indiana, and Michigan. While on his vacation Mr. Hamilton visited the field offices at Chicago and Indianapolis.

Mr. Edward S. Cummings was appointed Assistant in Cotton Testing, effective September 22. He will assist in investigations and mill tests to determine the waste content, tensile strength and other manufacturing and bleaching qualities of the various grades, qualities and varieties of cotton. Mr. Cummings has had experience in practically all phases of cotton manufacturing.

Mr. Ernest F. Upton, Assistant in Cotton Testing, resigned September 9, to accept a position with Geo. H. McFadden & Bro., Atlanta, Georgia.

Mr. John F. Wilmeth, Assistant in Federal Grain Supervision, resigned September 10. He leaves Washington for a commercial position in the South.

Mr. Stanley G. Hilton, Assistant in Warehousing, resigned September 15, to accept a position with the St. Paul Milling Company, St. Paul, Minnesota.

The appointment of Mr. Robinson W. Smith as Agent in Marketing in New Hampshire has been consummated, effective September 16. Mr. Smith succeeds Mr. James C. Farmer in the cooperative work in that State.

Mr. William F. Allewelt, a former employe of the Bureau of Markets, has been appointed to the position of Research Agent in Marketing in Colorado, effective September 16. He was with the Bureau from April, 1917, to April, 1919, during which time he was largely engaged in white potato standardization work. Mr. Allewelt will assist Mr. W. F. Heppe in the marketing work in Colorado.

Mr. F. L. Harkey, Agent in Marketing in South Carolina, spent last week in the Washington office conferring with the Bureau Specialists regarding the marketing problems in South Carolina.

Mr. Joseph H. Meek has been appointed Agent in Marketing, effective September 16, with headquarters at Richmond, Virginia. He succeeds Mr. D. B. Owen in the cooperative work in Virginia. For the past three years he has been a county agent in Virginia.

Mr. O. N. Smith, Assistant in Cooperative Marketing, who has been in the Washington office of State Cooperation in Marketing for several months, resigned August 31. Mr. Smith has accepted a position for the coming school year in the University of Tennessee.

Mr. W. H. Darrow, Extension Agent in Marketing, Storrs, Connecticut, has tendered his resignation effective September 15, to take up work as Extension Pomologist with the Connecticut Agricultural College. Mr. Ellis Monroe has been appointed to this position and took up his duties on September 16.

Mr. W. F. Rofkar, Columbus, Ohio, resigned as Agent in Marketing September 4, to continue his studies at the Ohio State University.

Prof. Wing of Cornell University has been appointed Special Agent in the Foreign Markets Service, to conduct investigations in the

dairy industry and in the wool situation in Australia, New Zealand and South Africa. Prof. Wing sailed for Australia from Vancouver, B.C., on September 15.

Mr. Irving I. Denison, Assistant in Market Information and contributing Editor for The Market Reporter in the Foreign Markets Service, has tendered his resignation effective October 1. He goes to the United States Chamber of Commerce, Washington, D. C., to assist with the statistical and commercial research work in the Foreign Commerce Section.

Mr. G. C. Wheeler of the Washington office of the Hay, Feed and Seed Division, is visiting some of the most important feed manufacturing and distributing markets in the Middle West.

Mr. J. W. Dykes, in charge of the Kansas City office of the Hay, Feed and Seed Division, resigned on September 21 to enter the employ of the American Fruit Growers of California at Los Angeles.

Mr. M. A. Crosby, formerly of the Office of Farm Management, is now engaged in the hay standardization work of the Hay, Feed and Seed Division. The equipment of the hay standardization laboratory, at Alexandria, Va., is nearly completed and analyses are already being made under the direction of Mr. H. B. McClure.